

# SENIOR PERSONNEL SPECIALIST

## DEPARTMENTAL PROMOTIONAL SPOT SACRAMENTO



State of California  
DEPARTMENT OF  
JUSTICE  
P.O. BOX 944255  
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED  
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

<b>FINAL FILING DATE</b>	<b>May 9, 2008</b> -Examination Applications (Form STD. 678) must be <b>POSTMARKED (U.S. MAIL)</b> no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date <b>will not</b> be accepted for any reason.		
<b>WHO CAN APPLY</b>	Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants who have permanent civil service appointment with the Department of Justice as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department.		
<b>HOW TO APPLY</b>	Examination Application Form (STD 678) may be downloaded from the State Personnel Board's website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> . Applications must be mailed to or filed in person with: <table><tr><td><b><u>Mailing Address:</u></b> Department of Justice Testing and Selection Unit P.O. Box 944255 Sacramento, CA 94244-2550</td><td><b><u>File in Person:</u></b> Department of Justice Testing and Selection Unit 1300 "I" Street, Suite 720 Sacramento, CA 95814</td></tr></table>	<b><u>Mailing Address:</u></b> Department of Justice Testing and Selection Unit P.O. Box 944255 Sacramento, CA 94244-2550	<b><u>File in Person:</u></b> Department of Justice Testing and Selection Unit 1300 "I" Street, Suite 720 Sacramento, CA 95814
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<b>DO <u>NOT</u> SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE, VIA INTER-AGENCY MAIL OR FAX.</b>			
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.		
<b>QUALIFICATIONS APPRAISAL INTERVIEW</b>	Eligible candidates will be notified by mail approximately ten (10) days in advance of the qualifications appraisal interview date. It is anticipated that oral interviews will be held during <b>June 2008</b> .		
<b>SALARY RANGE</b>	<b>\$3658-\$4446</b> The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.		
<b>ELIGIBLE LIST INFORMATION</b>	A departmental eligible list will be established for the Department of Justice. The list will be abolished <b>12</b> months after it is established unless the needs of the service and conditions of the list warrant a change in this period.  <b>Positions exist with the Department of Justice in Sacramento only.</b>		

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Page 2 of 4

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. All application/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. State employees, who are currently appointed to a permanent full-time position and have attained permanent status at the Senior Personnel Specialist level or higher, may not take this examination per Government Code Section 18935(b).

### MINIMUM QUALIFICATIONS

#### Either

One year of experience in the California state service **performing** the duties of a Personnel Specialist, Range D or one year of experience in the California state service **performing** the duties of a Personnel Services Specialist II.

### DEFINITION OF TERMS

The words "**performing the duties of....**" means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-class assignment to the class.)

### POSITION DESCRIPTION

The Senior Personnel Specialist is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist" researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff.

### EXAMINATION INFORMATION

The examination will consist of a Qualifications Appraisal (QAP) Interview that will consist of predetermined job related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

**COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

#### **QUALIFICATIONS APPRAISAL INTERVIEW-WEIGHTED 100%**

#### **Knowledge of:**

1. How to communicate orally to provide information.
2. Leadership principles to provide direction to staff on various personnel/payroll functions.
3. Training principles and techniques to provide information, direction and ensure consistency, conformity and compliance with laws, rules, regulations, MOUs, policies, procedures, etc. relating to various personnel/payroll functions.
4. Laws, rules and regulations and bargaining unit contracts regarding attendance documentation within State service.
5. Laws, rules and regulations and bargaining unit contracts regarding leaves for State employees.
6. The role and functions of state agencies involved in personnel transactions (e.g., DPA, SCO, SPB).
7. How to use the on-line system to enter and retrieve information from the State Controller's Office (SCO) computer database.

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EXAMINATION  
INFORMATION  
(Continued)

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- Skill to:**
1. Develop plans for solving problems or working on a project to ensure work is completed in an effective and efficient manner.
  2. Conduct research by locating the appropriate references and/or communicating with colleagues, and ensuring that the information is current/updated.
  3. Read and comprehend written documents to ensure conformity, consistency and compliance with codes, rules, laws, and procedures.
  4. Apply laws, rules, regulations and bargaining contract provisions concerning personnel transactions.
  5. Display empathy and concern toward others to help ensure that they feel their needs are being met.
  6. Cope and communicate effectively with individuals who are angry, uncooperative, or hostile, including co-workers and clients, while maintaining work productivity and professionalism.
  7. Direct the work of others, (e.g., Personnel Specialist) to ensure projects are completed, including communicating expectations, delegating, monitoring progress and providing feedback.
  8. Serve in a lead capacity to provide instruction, guidance and coordinate the work of others.

- Ability to:**
1. Communicate orally with others to exchange and relay information related to various personnel payroll matters.
  2. Work independently with minimal supervision or reinforcement from supervisors while producing high quality work products and meeting work deadlines.

SPECIAL PERSONAL  
CHARACTERISTICS

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Familiarity with automated systems.

VETERANS  
PREFERENCE/  
CAREER CREDITS

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Veterans Preference Credits or Career Credits **will not** be granted in this examination.

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## **GENERAL INFORMATION**

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices ([www.spb.ca.gov](http://www.spb.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.  
1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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TESTING AND SELECTION UNIT  
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